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NASA Procedural Requirements

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Responsible Office: Logistics Management Division

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Appendix G: The NASA PP&E SYSTEM: N-PROP

G.1 Purpose

G.1.1 This appendix sets forth a general description of the NASA PP&E System users' roles and relationships within N-PROP.

G.1.2 The NASA Equipment Management Program requires utilization of the NASA PP&E System by all NASA Centers. The system requires accurate and complete information.

G.2 General System Description

G.2.1 N-PROP is the Web based front end to the NASA PP&E System. Users can access N-PROP via i-View or via direct Internet access.

G.2.2 N-PROP is an integrated part of NASA PP&E System, NASA's Agency-wide initiative to improve the accountability and visibility of assets utilized by all NASA installations, programs, and projects.

G.2.3 N-PROP is an easy to access, user friendly, Web-based application that facilitates the real time updating, tracking, managing, and reporting of controlled equipment for property custodians (full and part time), assigned equipment users, and users who do not have assigned equipment.

G.2.4 N-PROP is available to NASA civil servant employees and onsite contractor employees.

G.3 Roles and Relationships

G.3.1 NASA Centers collects necessary data to maintain the NASA PP&E System. Each Center selects and provides the inputs which enable the NASA PP&E System to be a working integrated accounting and control system. The effectiveness, accuracy, quality, and visibility of the system depends on the quality of each Center's effort.

G.3.2 Generally, N-PROP provides users the ability to: accept or reject receipt for equipment and to cancel a pending property action; view assigned property, as well as history; update property location; transfer property from one custodian account to another property custodian account; generate a property pass; request property control tags; request excess of controlled equipment.; or report any changes of status, location, or user to the responsible property custodian.

G.3.3 Each Center has the following focal points for N-PROP: Assigned Property Custodians (full and part time), users who have equipment assigned, and users who do not have equipment assigned.

G.4 Custodian Role

G.4.1 The custodian role has the responsibility, as the custodian of Government property, to establish procedures for the accountability and tracking of controlled equipment, including sensitive items in N-PROP. Generally, the N-PROP custodian role maintains assigned property accounts, processes location changes, custodian account changes, end user changes, and prepares equipment-related forms for processing.

G.4.2 Maps to existing jobs: Various property custodians with multiple job titles; full-time property custodians, part-time property custodians.

G.4.3 Functions performed in N-PROP:

a. Maintaining records in accordance with equipment control procedures and for all controlled equipment assigned to their custodial account.

b. Processing location changes.

c. Processing custodian account changes.

d. Validating end user changes.

e. Initiating end user and custodian changes.

f. Initiating location and room changes

g. Searching for equipment (active and inactive).

h. Requesting Equipment Control Tag for untagged equipment.

i. Viewing all equipment assigned to custodian account.

j. Declarig equipment excess.

G.4.3.1 If a user chooses not to use N-PROP or the change needed cannot be made in N-PROP, then the responsible property custodian or the Center Equipment Management office makes the change to the Equipment Master Record in the NASA PP&E System.

G.5 End User (With Assigned Equipment) Role

G.5.1 End Users assigned Government equipment have the responsibility to protect and conserve all equipment, supplies, and other property and materials entrusted to them. It is the user's responsibility to follow all rules and regulations associated with the property in their control.

G.5.2 Maps to existing jobs: multiple users with multiple job titles; assigned users with equipment.

G.5.3 Functions performed in N-PROP:

a. Accept or reject receipt of equipment as the end user.

b. Initiate end user changes.

c. Accept equipment as the result of a change of end user.

d. Initiate location changes.

e. Create property pass.

f. Request tags for new equipment or replace damaged or missing tags

g. Search for equipment (active and excess).

h. View all equipment assigned to the end user.

i. Declare equipment as excess.

j. Transfer equipment to another Custodian (from a Custodian).

k Change equipment to another Assigned User (from a Custodian or an Assigned Equipment User).

l. Initiate a request for excess controlled property.

m. Print transportation documents for excess property.

n. Automatically route e-mail messages to assist with notification of actions.

G.5.3.1 If a user chooses not to use N-PROP or the change needed cannot be made in N-PROP, then the assigned equipment user notifies the responsible property custodian or the Center Equipment Management office to make the change to the Equipment Master Record in the NASA PP&E System.

G.6 End User (With No Equipment Assigned) Role

G.6.1 This role applies to NASA civil servants and onsite contractors who are not assigned equipment as the end user.

G.6.2 Maps to existing jobs: Multiple uses with multiple titles; assigned users without equipment.

G.6.3 Functions performed in N-PROP:

a. Create property pass.

b. Request tag for untagged property.

c. Search for equipment (active and excess).

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